

**INSTRUCTIONS FOR FILING A CLAIM FOR OCCUPANCY, USE , OR  
DAMAGE OF REAL ESTATE BY THE U.S. FORCES**

**The purpose of this claim packet is to allow you to file a claim for compensation for the occupancy, use, or damage of your real estate by the U.S. Forces. Please read the following instructions thoroughly before completing and submitting your claim.**

**1:** Fill out the CLAIMS APPLICATION FORM and the CONTACT INFORMATION FORM as completely as possible. Fill it out for only one parcel of land that you own. If you want to make a claim for more than one parcel of land, you will need to fill out a separate claim packet for each parcel. On the CLAIMS APPLICATION FORM, be sure to put a specific amount in Euros in the block entitled "Amount Claimed" and be sure to sign your name at the end of the form.

**2:** Only one person can file a claim for each parcel of land. If you are not the only owner of a land parcel, you will need to have each of the other owners give you authority to file a claim on their behalf. This is done by having each of the other owners go to an "authorized witness" to sign his name on the POWER OF ATTORNEY FOR ABSENT LANDOWNERS form in the presence of the authorized witness. This claim packet contains that form. If there is more than one other owner, you will need to make copies of the form to give to each of the other owners to be filled out.

An authorized witness in Kosovo is the United States Army Representative For Acceptance of Claims (USARFAC) located at a Municipal Building who is accepting the claims. The schedule of where and when the USARFAC will be at a particular Municipal Building is available at your local Municipal Building.

An authorized witness outside of Kosovo is a person authorized to witness signatures at a U.S. consulate or embassy.

The other owners have the option to go with you to the Municipal Building to have their signatures witnessed at the same time that you deliver the claim packet to the USARFAC.

The blank spaces on only the first page of the form should be filled out before the owner arrives at the authorized witness. Specifically, the owner should fill in the blank spaces on the first page for the NAME OF ABSENT LANDOWNER, his ADDRESS, his TELEPHONE NUMBER, the NAME OF CLAIMANT, the claimant's ADDRESS, and the PARCEL NUMBER and PLACE NAME. The owner should print neatly and clearly. The rest of the blank spaces will be filled in by the authorized witness. The "Absent Landowner" is the person who will give you the power to make the claim on his behalf. You are the "Claimant".

3: If you purchased the parcel of land after 31 December 1988, you will need to have all the people who sold you the land to sign their names on an AFFIDAVIT BY GRANTOR in the presence of an authorized witness. If you purchased the parcel of land on or before 31 December 1988, you do not need to have anyone sign that form and you do not need to include that form with your claim.

This claims packet contains that form. An authorized witness is the same person as mentioned paragraph "2" above.

Before arriving at the authorized witness, the grantor should fill in the information in the blank spaces in paragraphs 1-11. The grantor should print neatly and clearly.

The grantors have the option to go with you to the Municipal Building to have their signatures witnessed at the same time that you deliver the claims packet to the USARFAC.

4: You must submit proof of your ownership of the parcel of land with your claim.

a. This is done by getting a copy of the following for your land parcel from the Kosovo Cadastral Agency (KCA):

1. A "Possession List" if you own only one property
2. A "Partial Possession List" if you own more than one property

PLEASE NOTE: Whether you submit a Possession List or a Partial Possession List, the copy you submit must have the letterhead of United Nations Interim Administration Mission in Kosovo (UNMIK) at the top and an original official KCA stamp on it.

3. The Plan (An example is attached to this packet.)
4. The Sketch (An example is attached to this packet.)

b. In addition to the abovementioned documents from the KCA, you should include any additional evidence of ownership that you may have, such as a Court decision or a contract of sale.

c. If your claim is based on your right to a private use of social property, you must provide a copy of the license or "Right to Use".

5: Put all of your forms and documents together and bring them to the USARFAC at your local Municipal Building.

The USARFAC will NOT be at each local Kosovo Municipal Building every day. The USARFAC will be there ONLY on certain days and times each month. Check with your local Municipal Building for the days, times, and locations of the USARFAC.



Bring a Government-issued form of identification that has a picture on it, such as your UNMIK-issued I.D. card or your passport. You will need to include a photocopy of your identification form with your claim submission.

THE DEADLINE FOR FILING A CLAIM IS 30 JUNE 2004. Any claim after that date will not be accepted.

6: You will receive a stamped copy of the claims packet that you submitted to the USARFAC. The United States Army will make every effort to process each claim thoroughly, fairly, and in a timely manner. Due to the large number of claims, there is no guaranteed or estimated time period for completing the processing of your claim.

7: You will be notified in writing about whether your claim was approved or denied. If you have not received a notification within 3 months, you may check on the status of your claim by contacting the Camp Bondsteel Army Claims Office at 038-5133-5087.

8: If your claim is approved, you will be sent a notification letter in which you will be offered a specific amount of compensation in Euros. If you do not accept the offer within 30 days from the date of the offer letter, your claim will be denied. Your claim may also be denied if the offer letter is returned due to an insufficient address. If your approved claim is for property the United States military is still occupying and using, you will be paid a one-time payment for past use and occupancy, and will continue to receive a monthly payment until the United States military is no longer required to use your property for peacekeeping purposes.

9. If your claim is denied, the denial letter will explain the reason for denial. There is no right of appeal. However, the denial letter will also explain your option to request a review of the denial decision. Any request for review will be forwarded to the Headquarters, U.S. Army in Europe Claims Office for a decision.